

MINUTES  
PUBLIC SAFETY COMMITTEE  
JANUARY 3, 2023

The Penn Township Public Safety Committee convened on Tuesday, January 3, 2023, 8:04 p.m., following the Health & Sanitation Committee Meeting. Present were Chairman Elksnis and Commissioners Allison, Berlingo, Brown and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, WWTP Superintendent Lank, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis congratulated Penn Township's newest Police Academy Graduate, Officer Connor Perone.

APPROVAL OF THE MINUTES: The minutes of the December 5, 2022, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Mr. John Dowell, 1293 Grandview Road, had comments regarding truck traffic and speeding along Grandview Road. Police Chief Hettinger stated that the issue is being addressed. Mr. Robert Gunnarsson, 48 Cardinal Road, had questions regarding left turn arrows along several roads within the Township. Police Chief Hettinger stated that this would be a decision of Penn DOT.

STRENGTH UNITED CROSSFIT 5K: Police Chief Hettinger reported he received a request dated December 5, 2022, from Strength United CrossFit to hold a 5K fundraiser for Multiple System Atrophy on Saturday, March 25, 2023, at 9 a.m. to approximately 10 a.m. The race is similar to last year's request, and runs along portions of Center Street, Wilson Avenue and Old Ridge Road. They are not requesting any road closures and have volunteers in place for flagging. The Committee had no issues and asked Chief Hettinger to send a letter.

YORK COUNTY M.D.C. AGREEMENT: Police Chief Hettinger reported The York County Mobile Data Computer Service Agreement has been reviewed by our solicitor. This is for the officers to run registration checks from their cars. He stated this is a five-year contract and is already in the budget. The Committee recommended approving the agreement.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported on events at the last Fire Commission meeting. He submitted the executive assistant's resignation, and salary adjustments were made to compensate for delegating responsibilities of this position. A part-time assistant has been hired, saving two to five thousand on the budget due to this adjustment. Hanover Area Volunteer Fire and Rescue has offered to purchase a utility truck for approximately \$59,000. Facilities and Apparatus Committee discussed purchasing a new pumper truck. Our current pumper truck is nearly twenty years old, and this will affect the ISO rating. A new truck will cost approximately 1.1 million, and there is a 24–30-month lead time. The company would lock in the price and

would require a 10% down payment. He reported they are updating the RFP for sprinkler systems for two stations in the Borough. They have obtained a grant from FEMA for \$142,000, with a 10% match from the Fire Commission to do the project. Santa Event through the Township went well, and the comments were well received. Commissioner Brown reported that the Fire Chief has moved employment from Hanover Borough to the Fire Commission.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his December report.

OTHER MATTERS: Manager Rodgers reported she received a request from York County for a contact for the Hazard Mitigation Plan Update. Commissioner Heiland suggested appointing Emergency Management Coordinator Jeffrey Waltman. The Committee recommended the appointment.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Jack Corriere, 114 Oak Hill Drive, had questions regarding the pumper truck and the ISO rating. Fire Chief Clouser addressed his questions. Mr. William Bowman, 123 Oak Hill Drive, had comments regarding the notification of Santa. Fire Chief Clouser stated next year they hope to have a GPS app with on time notifications.

The meeting was adjourned at 8:42 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
FEBRUARY 6, 2023

The Penn Township Public Safety Committee convened on Monday, February 6, 2023, at 7:00 p.m. Present were Chairman Elksnis and Commissioners Allison, Brown and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Commissioner Berlingo was present via cellphone. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the January 16, 2023, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues. He also announced that there will be an executive session held following the Public Works Committee Meeting this evening to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the January 3, 2023, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Ms. Elizabeth Caralyus, 21 O'Neill Avenue, expressed concerns about speeding on O'Neill Avenue. Police Chief Hettinger addressed her concerns and stated that they will post the electronic speeding sign along with additional patrols.

DISCUSS AMENDING ORDINANCE 590 (SKATEBOARDS AND ROLLERBLADES): Police Chief Hettinger reported Ordinance 590 was passed in October 2002 and specifically deals with rollerblades and skateboards. He is proposing to amend the ordinance adding electrically assisted pedestrian transporters such as but not limited to, electrically powered scooters, skateboards, one wheels, self-balancing seg-ways, unicycles, hoverboards, roller blades and similar devices. This would not include e-bikes as they are governed by state law. The amended ordinance has been reviewed by the solicitor. The Committee recommended adopting the ordinance.

POLICE DEPARTMENT FURNACE REPLACEMENT: Police Chief Hettinger reported a new furnace has been installed and thanked the Public Works Department for their assistance.

24<sup>TH</sup> ANNUAL NATIONAL DRUG TAKE BACK DAY: Police Chief Hettinger reported the Annual National Drug Take Back Day is scheduled for Saturday, April 22, 2023, from 10 a.m. to 2 p.m. This year they will be coordinating with Conewago Township who will host the event. Penn Township will be sending one officer to the event and will not result in any over-time.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported on events at the last Fire Commission meeting. He reported that they recognized the voting

members, Penn Township Commissioners Brown and Elksnis, alternate Allison and Hanover Borough Council members Reichert and Lockhart, alternate Kress. Volunteer representatives are Spielman and Otis, alternate Kinsey. The Commission is currently pursuing a candidate for the vacant seat of member at large. The Committee members remained the same. The Finance Committee approved a third EMS unit, strictly for basic life support for Monday through Friday during peak hours and adopted the 2023 Fire Commission budget. The Facilities and Apparatus Committee approved the repair to the gas leak at the downtown station. They also approved the purchase of a new Pierce Pumper Truck for 1.57 million and delivery is expected to take place in about 24-36 months. He reported that EMS has had an increase in calls and has turned a small profit. He reported that the Commission agreed to hold all Fire Commission Meetings at the Clover Lane Station. He reported that the agility test for new candidates will take place on Saturday at the Clover Lane Station, he added there are 20 candidates.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his January report. He added he is near completion of the GIS address update and will soon submit the report to York County.

OTHER MATTERS: Police Chief Hettinger reported that Officer Zech will end probation on March 11, 2023. He added that he and Probationary Officer Perone are doing very well on the job.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 7:22 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
MARCH 6, 2023

The Penn Township Public Safety Committee convened on Monday, March 6, 2023, at 7:00 p.m. Present were Chairman Elksnis and Commissioners Allison, Berlingo, Brown and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the February 20, 2023, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues. Commissioner Heiland announced that there will be an executive session held following the Public Works Committee Meeting this evening to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the February 6, 2023, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2023 MEMORIAL DAY PARADE: Police Chief Hettinger reported he received a letter dated February 1, 2023, from the Allied Veterans Council of Hanover requesting permission to hold their Annual Memorial Day Parade on Monday, May 29, 2023. The parade will begin at 8:30 a.m. The request is the same as in the past. The Committee recommended approving the request.

ITEMS FOR APRIL SHREDDING EVENT: Police Chief Hettinger reported he had sent Manager Rodgers a list of documents that need to be disposed. Manager Rodgers reported that she has added the documents, along with documents from administration and the Waste Water Treatment Plant to the resolution. The documents will be sent for shredding at the Township shredding event on April 22, 2023. Chairman Elksnis added that the food drive will be held during this event as well. The Committee recommended approving the resolution.

ENHANCED CROSSWALK LIGHTING (ESAB): Police Chief Hettinger reported prior to COVID, the Township was in talks with ESAB to acquire enhanced lighting for the crosswalks on Karen Lane and Wilson Avenue. Luther Mountz, III, Operations Manager and Shane Smith, Quality Manager of ESAB were in attendance. Chief Hettinger has contacted ATS for updated pricing for the four electronic signs.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reviewed the events at the last Fire Commission meeting. He reported revenue has increased. The Personnel and Finance Committee met to discuss replacement of the Business Manager. They will vote to fill the vacant Member at Large position. The Building and Apparatus Committee met to discuss purchasing two refurbished ambulances, and the

possibility of researching funding to cover the cost through various foundations and/or grants.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his February report. He reported an issue has arisen with the street addressing of an extension of Eisenhower Drive. Conewago Township utilizes West Eisenhower Drive and is requesting Penn Township to rename a portion to West Eisenhower Drive. The Committee decided to hold off until more information is known on the proposed Eisenhower Drive extension project.

OTHER MATTERS: Police Chief Hettinger reported he received a request from the Safe Home Program Director for a letter of support for a grant application. Chief Hettinger stated that he has sent the letter to Manager Rodgers for the solicitor to review. The Committee had no issues with request.

Police Chief Hettinger reported he received a request dated March 1, 2023, from South Western School District's Education Foundation to conduct a 5K run on Saturday, May 6, 2023. This request is the same as past years. The Committee recommended Chief Hettinger to send them a letter.

Police Chief Hettinger reported he received a request from St. Joseph Catholic School to conduct their annual 5K run on Saturday, May 13, 2023. This request is the same as past years. The Committee recommended Chief Hettinger to send them a letter.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
APRIL 3, 2023

The Penn Township Public Safety Committee convened on Monday, April 3, 2023, at 7:00 p.m. Present were Chairman Elksnis and Commissioners Allison, Berlingo, Brown and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Captain Wysocki, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the March 20, 2023, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues. He also announced on Monday, May 1, 2023, Penn Township will host a MS4 Community Forum at 6 p.m., the Public Safety and Public Works committee meetings will be held immediately following.

APPROVAL OF THE MINUTES: The minutes of the March 6, 2023, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

HANOVER RUN FEST HALF MARATHON: Police Chief Hettinger reported he received a request dated March 13, 2023, from the Hanover Area YMCA to hold the Run Fest Half Marathon and 5K on Saturday, October 7, 2023. Ms. Mary Wells, Community Wellness & Engagement Director, and Claire Thoman, Aquatics Director, 500 George Street were present to address the Committee's concerns about last year's race and the traffic back up along Gitts Run Road. Ms. Wells reported that for Gitts Run Road the flaggers direct traffic to the center portion of the road and race participants run on either side of the road. Chief Hettinger stated the main concern is the safety of the runners, and that traffic can move smoothly. Ms. Wells stated last year there were about 700 runners, with the hope of an increase this year. The current route is a certified Boston Marathon qualifier. Chief Hettinger will contact PennDOT to inquire about obtaining large signs to alert traffic. Ms. Wells will meet with Emergency Management Coordinator Jeff Waltman to discuss safety plans. Commissioner Allison asked if next year they could consider rerouting a portion of the race to alleviate the two running lanes along Gitts Run Road. Ms. Wells stated they can look at it for the future.

BOWMAN ROAD CLOSURE FOR NATIONAL NIGHT OUT: Police Chief Hettinger reported National Night Out will be held at Emory Markle Middle School on August 1, 2023. He would like to close Bowman Road between the Middle School and the High School during the event. The Committee had no issues.

LEFT TURN ARROW ON YORK STREET AT CENTER (WEST BOUND): Police Chief Hettinger reported he contacted ATS to request an updated quote and has not yet received a reply.

HANOVER SCHOOL DISTRICT 2023-2025 M.O.U.: Police Chief Hettinger reported he received the Memorandum of Understanding from the Hanover School District. There have been no changes and no issues in the past. The Committee recommended approving the agreement.

REVIEW OF FIRE COMMISSION MEETING: Fire Captain Wysocki reported that at the last Fire Commission meeting Mr. Newman was appointed the member at large then named as the Chairperson for the Commission. The Facilities and Apparatus Committee approved the purchase of two new ambulances for \$220,949. The AFG grant will be used for the sprinkler bid for the Wirt Park and Clearview Fire Stations. The Firefighters will be present at the Easter Egg Hunt and are working on plans for the National Night Out event. He provided an update for the Firefighter Civil Service exam, reporting out of the 25 applicants, 8 withdrew, 12 attended, 6 passed, with 4 passing the written exam. Active shooter training was held earlier today.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his March report.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary



MINUTES  
PUBLIC SAFETY COMMITTEE  
MAY 1, 2023

The Penn Township Public Safety Committee convened on Monday, May 1, 2023, at 6:45 p.m., following the MS4 Community Forum. Present were Chairman Elksnis and Commissioners Allison, Berlingo, Brown and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the April 17, 2023, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues.

APPROVAL OF THE MINUTES: The minutes of the April 3, 2023, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

HANOVER ATHLETIC BOOSTER 5K RACE: The Committee received a request dated April 19, 2023, from the Hanover Athletic Booster Club requesting to hold its annual Hawk Hustle 5K Race on Saturday, November 11, 2023. Chief Hettinger reported the race will cover the same route as the previous thirteen years, and they are not requesting any road closures. The Committee had no issues with the request and requested Chief Hettinger to send them a letter.

DISCUSS THE POSSIBILITY OF NEEDING TO HIRE TWO OFFICERS: Police Chief Hettinger reported that there is a possibility of losing two officers. One officer is running for an elected office and the other is on a short list with another municipality. As soon as he is notified, he would like to start the hiring process.

BOWMAN ROAD CLOSURE FOR NATIONAL NIGHT OUT: Police Chief Hettinger reported Bowman Road will be closed between the Middle School and the High School during National Night Out on August 1, 2023. The Committee had no issues.

FIREFIGHTERS HAVING CDL VS PRO BOARD CERTIFICATION: Fire Chief Clouser presented the Committee with handouts with information regarding Pro Board Certification for Driver/Operator-Pumper and Driver/Operator-Aerial. He would like the Committee to review the information and consider replacing the requirement of a CDL license for the firefighters with the Pro Board Certification. He reported that in 2022 a class requirement was added to obtain a CDL permit, which is very costly to the firefighter. Buck's County Community College offers the class for the Pro Board Certification which would be covered under the membership the Commission holds. He would like to discuss it further at next month's meeting.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clousher reported the new member at large stepped in as Chairman and ran the Commission meeting well. He reported the agency that they purchased the two refurbished ambulances from had an issue with the paint job and sent them back to the company. The agency found the Commission two E350s which are larger than the originally purchased ambulances, and for the inconvenience the agency discounted both trucks by \$5,000.

EMA UPDATE: Emergency Management Coordinator Waltman reviewed his April report. He added that he was called out to two hazmat cases this month, and DEP was brought in both times.

Chairman Elksnis stated that he met with Mr. Waltman several weeks ago regarding the issue of naming a portion of Eisenhower Drive West Eisenhower Drive. He requested Mr. Waltman to forward the Committee information and would like to add to the agenda for next month's meeting.

OTHER MATTERS: Police Chief Hettinger reported he was contacted several months ago by the owner of Interstate Motorsports requesting to temporarily lift the no parking on the west side of Spring Garden Street during an open house event. He instructed Mr. Lau to write a letter to the Board of Commissioners making the request. Mr. Jeremy Lau, 910 York Street, business owner was present to address the Committee stating that time got away from him, and he did not send the letter and the open house will be held this Saturday, May 6, 2023. He stated that he is concerned for the safety of people crossing York Street, and requested if the no parking on Spring Garden Street could be temporarily lifted for the event. The Committee advised Mr. Lau that any decision would have to be made at the Board of Commissioner meeting, and the event is taking place before the meeting, so there is nothing that they can do.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 7:19 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
JUNE 5, 2023

The Penn Township Public Safety Committee convened on Monday, June 5, 2023, at 7:00 p.m. Present were Chairman Elksnis, Commissioners Brown and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Commissioners Allison and Berlingo were absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the May 15, 2023, Penn Township Board of Commissioners Meeting to discuss personnel and consult with solicitor on legal matters. He also announced the July committee meetings for Public Safety, Public Works, Finance and Health and Sanitation will be held on Monday, July 3, 2023, beginning at 6 p.m., and there will be an executive session held after the Public Works Committee meeting this evening to discuss personnel issues.

APPROVAL OF THE MINUTES: The minutes of the May 1, 2023, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

SOUTH WESTERN SCHOOL DISTRICT MEMORANDUM OF UNDERSTANDING: Police Chief Hettinger reported he received the Memorandum of Understanding from South Western School District. He stated that the agreement is the same as years past and has no issues. The Committee recommended approving the agreement.

UPDATE ON POLICE HIRING: Police Chief Hettinger reported they are continuing background checks and interviews, and hope to hire one if not two officers.

DISCUSS CDL LICENSES FOR FIREFIGHTERS: Fire Chief Clouser reported if the Committee does not want to consider replacing the CDL license requirement with the Driver Operator Aerial/Pumper Certification for Firefighters he is investigating becoming a certified training center for the CDL license to ease the burden of the cost to the firefighters. Chairman Elksnis stated that the Public Works and Waste Water Treatment Plant faces the same burden for the cost of the CDL license. The Committee would like to discuss options at next month's meeting.

UPDATE ON FIREFIGHTER HIRING: Fire Chief Clouser reported they made a conditional offer of employment, tentatively starting on September 5th, beginning the academy on September 19<sup>th</sup>, graduating November 11, 2023.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported they recognized several individuals for involvement in clinical saves. Revenues are ten

percent higher, and expenses are thirty-one point two percent lower than budgeted. The new \$211,000 ambulance will be delivered on Thursday. The Finance Committee has been meeting with EMS representatives on a new pay structure, and meeting with the union representatives on the potential of merging the collective bargaining agreement. The Building and Apparatus Committee item discussions will be the repairs to the parking lot. They will have to have the work bid out. He reported that he applied for an Act 104 of 2022 Grant, due to the lack of funds that were appropriated, its hard to say how much if any will be received. Mr. Edward Masenheimer of the Civil Service Commission passed away, the department participated in the funeral service.

EMA UPDATE: Emergency Management Coordinator Waltman reviewed his May report. He also reported that the Township had two hazardous material spills in the month of May, with minimal impact to Plum Creek. Both were reported to DEP. Mr. Waltman was contacted by Homeland Security offering to conduct a facility of vulnerability assessment of the Waste Water Treatment Plant at no cost to the Township.

OTHER MATTERS: Police Chief Hettinger reported he would like to have the front door stenciled labeling the Police Department to avoid confusion at the Municipal Building. The department has a credit with Witmar Public Safety, the Fire Store, which would cover the cost. The Committee recommended moving forward.

He also reported that PennDOT will be providing electric signs on Moulstown Road and State Route 94 for traffic control for the YMCA RunFest to be held in October.

Fire Chief Clouser reported that the York County Commissioners enacted a burn ban effective today for the next thirty days. He conferred with Police Chief Hettinger and the ban does not affect recreational fires such as chimineas, fire pits, and grills.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
JULY 3, 2023

The Penn Township Public Safety Committee convened on Monday, July 3, 2023, at 6:00 p.m. Present were Chairman Elksnis, Commissioners Allison, Berlingo, Brown and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and WWTP Superintendent Lank. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the June 19, 2023, Penn Township Board of Commissioners Meeting to discuss personnel and consult with the solicitor on legal matters. He also announced there will be an executive session held after the Health and Sanitation Committee meeting this evening to discuss personnel issues.

APPROVAL OF THE MINUTES: The minutes of the June 5, 2023, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

HANOVER HOMECOMING PARADE: The Committee received a letter dated June 1, 2023, from Hanover Public School District requesting to block off McAllister Street from Mt. Royal Street to the Sheppard Myers Stadium to conduct their annual Homecoming Parade on Friday, September 29, 2023. Chief Hettinger reported the request is the same as past years. The Committee recommended approving the request.

NATIONAL INSURANCE CRIME BUREAU MEMORANDUM OF UNDERSTANDING: Police Chief Hettinger reported the detectives received information that they can receive investigatory information from the insurance companies regarding repairs for vehicles. A memorandum of understanding has been prepared that allows investigators access to that information. The document is being reviewed by the solicitor and he would like to get approval to sign the agreement once it is approved by the solicitor. The Committee would like to review the document prior to approval.

DISCUSS APPROVAL OF POLICE POLICIES: Police Chief Hettinger reported according to the First-Class Township Code the policies of the police department need approval of the Board. Response is pending from the solicitor if this can be done by resolution.

DISCUSS CDL LICENSES FOR FIREFIGHTERS: Fire Chief Clouser reported he asked Fire Captain Boyce to research becoming a certified training facility for obtaining a CDL license for the Hanover Area Fire and Rescue, and partner with the Township and the Borough. This would enable the Fire Commission to hold training classes, reducing the cost of obtaining a CDL license. He requested an extension for the most

recent new hire so he may attend such classes. Commissioner Elksnis asked the timeline. Chief Clouser is waiting for the information from Caption Boyce.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the meeting was canceled due to Mr. Lockhart's memorial service. He reported that he received the resignation of the EMS Captain.

EMA UPDATE: Emergency Management Coordinator Waltman reviewed his June report. He added that the York County Planning Commission HazMit Capabilities Survey has been completed and submitted. The final HazMit plan will be adopted early 2024.

OTHER MATTERS: Police Chief Hettinger reported that all the portable radios have been received. They will be prepping them for distribution in the next few weeks. The old radios will be repurposed for use within the public works department.

Commissioner Brown asked Police Chief Hettinger about the security for the Municipal Building. Chief Hettinger stated that he has reached out to a vendor to obtain quotes. Commissioner Brown is concerned with having the quote prior to budget preparation.

Commissioner Elksnis thanked Chief Clouser for providing a defibrillator for the Waste Water Treatment Plant.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 6:12 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
AUGUST 7, 2023

The Penn Township Public Safety Committee convened on Monday, August 7, 2023, at 6:00 p.m. Present were Chairman Elksnis, Commissioners Allison, Berlingo, Brown and Heiland. Also present were Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the July 17, 2023, Penn Township Board of Commissioners Meeting to discuss personnel and consult with the solicitor on legal matters. He also announced there was an executive session held on Wednesday, August 2, 2023, for personnel issues.

Chairman Elksnis announced the Public Safety, Public Works, Finance, and Health and Sanitation Committee meetings will be held on Tuesday, September 5, 2023, at 6 p.m.

He also announced there will be an executive session held after the Health and Sanitation Committee meeting this evening to discuss personnel issues.

APPROVAL OF THE MINUTES: The minutes of the July 3, 2023, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

TRICK-OR-TREAT AND THE ANNUAL HANOVER HALLOWEEN PARADE: Police Chief Hettinger reported that he has not received notification regarding the Annual Halloween Parade; however, the Parade is typically held the Thursday prior to Halloween. Chief Hettinger requested that Trick-or-Treat be scheduled for Tuesday, October 24, from 6 pm to 8 pm. The Committee recommended approving the date.

DISCUSS APPROVAL OF POLICE POLICIES: Police Chief Hettinger reported according to the First-Class Township Code, the policies of the police department need approval of the Board. The solicitor recommended, while not required by law, it is best practice to adopt the policies by resolution. This can be done on an annual basis for any updates throughout the year. The committee recommended adopting the policies.

DISCUSS APPROVAL OF THE MUNICIPAL SERVICES AGREEMENT FOR MAINTENANCE OF TRAFFIC CONTROL SIGNALS: Police Chief Hettinger reported he received the ATS maintenance agreement for the traffic control signals. The agreement is like previous years and will be valid for three years. The Committee recommended approving the agreement.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported Chairman Newman took a few moments to remember Councilman Chris Lockard for his dedication and work with the Fire Museum and Fire Commission. With Mr. Lockard's passing, Tim Kress has been assigned as a regular board member, and Gary Greenholt as the alternate. The treasurer's report showed revenue is at 53.7%, and expenses are at 50%. The audit results were received and are under review with the Commission. The Commission worked on the EMS management structure. The new ambulance and utility truck are in service. The Commission adopted the Medical standby agreement. He reported that new firefighter Otis started and will be sworn in on August 10<sup>th</sup>.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his July report.

OTHER MATTERS: Police Chief Hettinger reported that in the past it has always been a tradition to present a firearm back to the retiring Police Chief. This was not done for former Police Chief Laughlin. Chief Hettinger requested to present a firearm to him in honor of his years of service. The Committee was in favor of granting his request.

Chairman Elksnis commended Officer Wheeler and everyone for their participation and hard work for National Night Out. It was well attended and a great success.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 6:13 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary



MINUTES  
PUBLIC SAFETY COMMITTEE  
SEPTEMBER 5, 2023

The Penn Township Public Safety Committee convened on Tuesday, September 5, 2023, at 6:00 p.m. Present were Chairman Elksnis, Commissioners Berlingo, Brown and Heiland. Also present were Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the August 21, 2023, Penn Township Board of Commissioners Meeting to discuss personnel and consult with the solicitor on legal matters. Commissioner Heiland announced that there will be an executive session this evening to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the August 7, 2023, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

ANNUAL SPCA AGREEMENT FOR 2024: Police Chief Hettinger reported that he received the annual agreement for the SPCA. The contract is identical to years past, except the \$4,411.00 increase due to the rise in population reported in the 2020 census. The Committee recommended approving the agreement.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that The Pennsylvania Economy League presented the board with a feasibility study on the Fire Commission and the Commissioners should have received a copy. The results reported in favor of the Fire Commission and made suggestions for moving forward. Chief Clouser reported that at the end of June the income was at 70.6% and the expenses on target at 56.2%. The Finance Committee approved the replacement of the Fire Chief's vehicle. The volunteer company presented the keys to the 2023 Ford Pickup that they donated to the Fire Commission.

INTERNATIONAL FIRE CODE APPEALS BOARD: Fire Chief Clouser reported that the 2015 International Fire Code was adopted in 2019. Section 108 establishes a Board of Appeals as a method for grievances to be heard before experienced personnel. Chief Clouser stated that he is an ex officio member of the board as Fire Chief. The board must consist of volunteers. Chief Clouser asked if the Board must be comprised of Penn Township residents. Commissioner Heiland recommended contacting the solicitor for an answer and a resolution establishing the board.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his August report. He reported that he attended a tour of the Wastewater Treatment Plant for a hazard vulnerability

assessment with a member from the York South Central Task Force from Homeland Security for an assessment of the security of the Plant. A confidential report is forthcoming.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 6:13 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
OCTOBER 2, 2023

The Penn Township Public Safety Committee convened on Monday, October 2, 2023, at 7:00 p.m. Present were Chairman Elksnis, Commissioners Berlingo, Black, Brown, and Heiland. Also present were Manager Ledley, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, and Township Secretary Sweeney. Zoning Officer Smith was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the September 18, 2023, Penn Township Board of Commissioners Meeting to discuss personnel and consult with the solicitor on legal matters. Commissioner Heiland announced that there will be an executive session this evening to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the September 5, 2023, Public Safety Committee meeting were approved as submitted.

JAYCEES ANNUAL HALLOWEEN PARADE: Police Chief Hettinger received a letter dated August 2, 2023, from the Hanover Area Jaycees requesting to hold the annual Halloween Parade on Thursday, October 26, 2023. He reported the request is the same as in past years. Commissioners Berlingo, Elksnis, and Heiland stated they will be in attendance. The Committee recommended approving the request.

2024 POLICE BUDGET PRESENTATION: Police Chief Hettinger presented an overview of the 2024 Police Budget. Chief Hettinger outlined the costs associated with hiring a 25<sup>th</sup> officer, in addition to the expense of replacing an officer leaving at the year's end. The budget reflects increased allocations for salaries and pensions. Chief Hettinger itemized costs for various purposes, such as taser qualifications, Police Academy training for one officer, Cellebrite Training, a backup generator for the traffic signal system, watchguard annual maintenance fees, Crimewatch, AED calibration and maintenance, IT services for email encryption, Office 365 for all officers, and cellular access for speed signs. Capital expenditures encompass the acquisition of duo PC monitors for the detectives, two new PCs for the clerks, and seven small UPC units to manage power outages. Additionally, the Chief included costs for a mental health professional to support officers as needed. There are anticipated increases in utilities and CODY system expenses. He included costs for archive storage expansion with a budget allocation of \$39,200 for the purchase of rolling files. The proposal includes a new furnace to replace the current 19-year-old one, which, although currently functional, poses a risk of failure at any time. Additional funds will be needed to build a closet around the unit. An expense for a Fuming Hood Filter installation is proposed to protect the detectives with proper filtration during drug inspections. Other planned expenses involve the Municipal Building video security system, the expansion of the Women's locker room, and replacement of the current lockers. While the Men's locker room expansion is not an immediate necessity, it is acknowledged that it will need to be addressed soon. Vehicle-related expenses encompass the police radio maintenance contract,

new mobile radios for two vehicles, replacement of two marked vehicles with computer and graphics installations. The proposal also includes a replacement for the Chief's vehicle, intending to repurpose the current vehicle for use as a court and training vehicle. The 2024 budget reflects a 7.6% increase over the previous year.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that the Fire Commission Board had voted to present the budget to the two municipalities. He noted that historically, each municipality had contributed \$5,000 to the EMA budget. His understanding was that the initial contribution was \$5,000, with subsequent years reimbursing the amount spent, maintaining a total of \$10,000. He proposes to carry over a set amount each year, maintaining a cap at a \$25,000 reserve carryover. Additionally, they acknowledged two EMS professionals for their exceptional work during a complicated delivery.

FIRE BUDGET PRESENTATION: Fire Chief Clouser presented the 2024 Fire Commission Budget. He is requesting two additional firefighters, which would bring the total for Penn Township to eighteen. The budget includes costs for the fire academy, salaries, and insurance for the additional personnel. Chief Clouser reported that the Township should investigate the cost of workers' compensation insurance, noting that the cost is high compared to the Borough's rates. The expenses for fire hydrant rental and repairs fall under the utilities code, allowing the water department to charge for the rental. As the Township continues to develop, the costs are anticipated to rise. The Fire Commission budget is seeking a 4% increase over the previous year. The expenses encompass a 3% contractual payroll increase for EMS staff and four administrative staff. Notable expenses include the repair of the parking lot at the rear of the Clearview Fire Station, estimated to cost roughly \$55,000 to \$65,000. Additionally, as part of the contract, the Chief is required to have a turnout gear washing machine at all stations. This machine extracts carcinogens and other hazardous chemicals from the turnout gear. Currently, there isn't one at the Clearview Fire Station. Other planned expenses involve the replacement of the 2008 medic unit and the replacement of stair chairs in the two primary EMS units. Commissioner Heiland requested Chief Clouser to send him the breakdown of expenses to hire an additional firefighter. Chairman Elksnis commented that the expense for fire hydrant rental and repairs is exceptionally high. Chief Clouser mentioned that he has submitted a report outlining the necessity for additional firefighters. He also noted that there is a funding grant through FEMA, which, if received, would offset the costs for the firefighter - covering 75% of salary, and training in years 1 and 2, and 35% in year 3."

EMA UPDATE: Emergency Management Coordinator Waltman submitted his September report. He reported that the Emergency Operations Center designated for Penn Township is located at the Clover Lane Fire Station. He reported he coordinated with the YMCA establishing an emergency management plan for the annual RunFest, and they are expecting approximately thirty-five flaggers to be present for the event. He was also contacted regarding a cyber-attack at a large facility in York County and they expressed concern about a potential second attack. COVID levels are currently down. We are still under a drought warning at the County level, and usage of Hanover Borough Water is under voluntary conservation.

OTHER MATTERS: Chairman Elksnis mentioned that they have three volunteers willing to serve on the Fire Review Board and suggested moving forward by contacting the solicitor to officially establish the board.

Fire Chief Clousher reported that Firefighter Ryan Robeson completed his one-year probation on September 13, 2023, and Fire Captain Wysocki will reach one year as Captain on October 17, 2023, and both are performing exceptionally.

Fire Chief Clousher also reported that they continue to research a curriculum for an in-house training source to conduct the CDL training and testing.

Police Chief Hettinger reported that he completed the quarterly report for the law enforcement assistance grant. All the equipment is up and running, all the officers now have body cameras. The payments have been processed and on the way.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 8:12 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
NOVEMBER 6, 2023

The Penn Township Public Safety Committee convened on Monday, November 6, 2023, at 7:00 p.m. Present were Chairman Elksnis, Commissioners Berlingo, Black, Brown, and Heiland. Also present were Manager Ledley, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the October 16, 2023, Penn Township Board of Commissioners Meeting to discuss personnel and consult with the solicitor on legal matters. He further announced there will be Finance Committee meetings to discuss the budget on Wednesday, November 15, 2023, and Tuesday, November 21, 2023, at 6 p.m.

APPROVAL OF THE MINUTES: The minutes of the October 2, 2023, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Mr. David Baker, residing at 2 Valley Run Circle, has requested the Committee to investigate the safety conditions on Baer Avenue behind Emory H. Markle Middle School. He highlighted the absence of crosswalks, particularly when exiting the middle school. Mr. Baker pointed out that there is a school zone sign about a tenth of a mile away from the entrance, heading to the rear of the school, and two signs in the opposite direction along the blind curve. His concern revolves around the fact that while the speed limit by the school on Black Rock Road, and Bowman Road is fifteen miles per hour during mornings and dismissal, the speed limit on Baer Avenue remains constant at twenty-five miles per hour. This is particularly alarming as children frequently walk and ride their bikes to and from school along Baer Avenue. Mr. Baker shared a recent incident involving his son, who was walking across the street when a vehicle ran over his foot. Chief Hettinger assured that they will thoroughly investigate the matter. However, he mentioned that implementing a fifteen-mile-an-hour speed limit on Baer Avenue would necessitate a traffic study and approval from PennDOT. It was suggested to also communicate with the Superintendent regarding the situation and report back to Chief Hettinger.

2024 KLUGH ANIMAL CONTROL AGREEMENT: Police Chief Hettinger announced the receipt of the 2024 Klugh Animal Control Agreement, noting that it maintains the same level of service as before with minor adjustments in pricing. Chief Hettinger expressed satisfaction with the quality of service in the past. The Committee has recommended approving the agreement.

NATIONAL INSURANCE CRIME BUREAU MOU: Police Chief Hettinger informed the Committee that the Memorandum of Understanding, allowing detectives to obtain information from insurance companies during investigations, was deliberated upon during the July meeting. In

response to the Committee's request, the solicitor thoroughly reviewed the document and found no issues. The Committee has recommended approving the agreement.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported at the last Fire Commission Meeting that he, along with Representative Kate Klunk and Mayor Whitman, recognized citizen William Myers with a commendation for his quick actions on September 14th. Mr. Myers pulled over on his way home from work and assisted a resident with a porch fire. Chief Clouser stated that a Human Resource Committee has been formed, with members including Chief Clouser, Amy Hill of Hanover Borough, and Tammi Ledley of Penn Township. Discussion was held regarding the temporary patch on the driveway at Clearview Station. He reported that he met with the fire union and meeting with them again to discuss what will need to be done to get to a negotiated contract. Chief Clouser further reported that he was happily informed the developer has begun excavation, and the stones have been placed for the installation of the sidewalk along the Clover Lane Station.

CIVIL SERVICE JOINT ELIGIBILITY LIST WITH HANOVER BOROUGH: Fire Chief Clouser reported that the last candidate who was offered a position had to withdraw from the academy. A conditional offer has been extended to the latest candidate on the list, and he will begin his polygraph, psychological, and physical examinations. Since this list has now expired, Chief Clouser is requesting the committee to authorize the Civil Service Commission to create a new list of candidates. He mentioned that the police department is part of a consortium, and similarly, there are area fire departments involved in a testing consortium specifically for physical agility testing. The CPAT testing was designed to enable fire departments to identify pools of trainable candidates capable of performing essential job tasks. Those who pass receive a card valid for a year. Chief Clouser is currently collaborating with the administrative assistant in Lancaster County to determine the necessary steps to join this consortium.

Committee Chair Elksnis asked Chief Clouser about the status of the in-house CDL testing. The Chief reported that Captain Boyce was able to find a program online that covers all types of vehicles. Captain Boyce will review the program and eliminate unnecessary components. He will meet with Penn Township Engineer Bortner and AJ Grimm from Hanover Borough to coordinate the process. Chief Clouser mentioned that one of our firefighters requires an extension for his CDL, and Chief Clouser will be sending an extension request letter for the firefighter to Manager Ledley.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his October report. He also reported that the YMCA's annual Snacktown RunFest was successful; however, there was a traffic backup on Wilson Avenue by the school, and the route will need to be reviewed for next year. The Hanover Area Jaycees Halloween Parade proceeded with few minor incidents. Drought conditions in the area persist due to the dry weather.

OTHER MATTERS: Police Chief Hettinger reported that we have obtained quotes for replacing the carpet in both the police department and municipal office.

He further informed the Committee that the probationary candidate has successfully met all preliminary requirements.

Additionally, Chief Hettinger shared that the department is contributing all the funds raised during No Shave November to Bartz Brigade, a community-based nonprofit organization in York, PA. This organization focuses on raising funds to support the education, prevention, and awareness of suicide, with a specific emphasis on school-aged children, young adults, and veterans in need.

Fire Chief Clouser announced that Santa is scheduled to visit Penn Township on December 9th and 10th. A detailed schedule is currently in the works. There is also a possibility of utilizing an app for residents to track Santa's location during his visit.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary



MINUTES  
PUBLIC SAFETY COMMITTEE  
DECEMBER 4, 2023

The Penn Township Public Safety Committee convened on Monday, December 4, 2023, at 7:00 p.m. Present were Chairman Elksnis, Commissioners Berlingo, Black, and Brown, Commissioner Heiland was present via cell phone. Also present were Manager Ledley, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the November 20, 2023, Penn Township Board of Commissioners Meeting to discuss personnel and consult with the solicitor on legal matters. He further announced there was an executive session held prior to the Public Safety Committee meeting this evening to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the November 6, 2023, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Mr. Joe Martz, residing at 565 Bankert Drive, attended the meeting to voice his concerns regarding a neighbor's extensive shooting activities, with approximately 500 rounds fired on weekends. Mr. Martz has contacted the police department on numerous occasions and officers have examined the shooting backdrop and determined it to be insufficiently safe for the level of activity, no action can be taken because no specific criminal actions have occurred. The resident has been warned of potential liability if injuries occur. Mr. Martz presented maps of the properties. Codorus State Park Ranger Tierney reported instances of hikers hearing bullets whizzing by. Police Chief Hettinger confirmed that the area has been inspected several times and complies with existing ordinances. However, he stressed that spent cartridges must remain within the property boundaries, and the resident has been duly informed. Mr. Martz urged an update to the ordinance to address backdrop requirements. He highlighted that the property's hillside location allows stray bullets to extend beyond the backdrop. State Park Ranger Tierney noted tree damage with holes and, using metal detectors, verified their presence. Police Chief Hettinger proposed amending the ordinance to specifically regulate shooting activities on private property, ensuring backdrops are constructed properly to prevent bullets from escaping.

Chairman Elksnis asked for patience as the committee consults with the council. The matter will be added to the Public Safety Committee meeting agenda for January, and residents are encouraged to attend.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that there was an executive session to discuss personnel issues. The Fire Commission Board subsequently voted to grant the EMS Coordinator a pay increase.

In the 2023 capital budget, Chief Clouser included the cost of installing sidewalks at the Clover Lane Fire Station. The developer, J.A. Myer, is handling the installation of the sidewalk as it was part of the Land Development Plan. Consequently, the funds were not expended from Chief Clouser's budget.

He reported programming issues that led to the October Fire Commission Report not being published; however, he plans to include it with November's report for the December Board meeting.

The water restrictions issued by the Borough of Hanover Water Department were briefly discussed, and memos were subsequently sent to both career staff and volunteers.

Chief Clouser informed the board that the Fire Commission would be escorting Santa throughout the township over the weekend, with the Penn Township Police Department providing the escort. Additionally, he mentioned that fire department volunteers would walk along the route, distributing candy canes.

CONSIDER A MEMORANDUM OF UNDERSTANDING FOR A POST EMPLOYMENT HEALTH PLAN FOR FIREFIGHTERS: Chairman Elksnis reported that this was an issue that was discussed during the last contract negotiations, and an agreement has been reached. The committee recommends approving the agreement.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his November report. He pointed out that he is researching organizing a Code Blue Winter Weather program.

OTHER MATTERS: Police Chief Hettinger reported that Officer Connor Perone is set to complete his probationary status on December 13<sup>th</sup>.

Fire Chief Clouser reported that they have made a conditional offer for a firefighter position. The candidate will enter the academy on January 29, 2024.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary